

Senate Executive Board Members

President: Dr. Angela Medina Rhodes
1st Vice President: Kelly Lynch
2nd Vice President: Aditi Sapra
Secretary: Michael Koger
Parliamentarian: Angelica Martinez
ASCCC Representative: Farrah Nakatani
Past-President: Dorali Pichardo Diaz
RHCFA President: Diana Valladares
Curriculum Chair: Elizabeth Ramirez

Discussion Expectations

1. Be respectful
2. Step back or step up
3. Challenge the idea, not the person
4. Stay focused on the issue
5. Speak your discomfort or support
6. Acknowledge each other's experiences
7. Commit to learning from each other

10 + 1

"Academic and professional matters" means the following policy development and implementation matters:

- (1) curriculum, including establishing prerequisites and placing courses within disciplines;
- (2) degree and certificate requirements;
- (3) grading policies;
- (4) educational program development;
- (5) standards or policies regarding student preparation and success;
- (6) district and college governance structures, as related to faculty roles;
- (7) faculty roles and involvement in accreditation processes, including self-study and annual reports;
- (8) policies for faculty professional development activities;
- (9) processes for program review;
- (10) processes for institutional planning and budget development; and
- (11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate



Academic Senate Agenda

March 19, 2024 1:00 p.m.

Locations: 3600 Workman Mill Road, Room LR128, Whittier, CA/3000 San Gabriel Blvd., Rosemead, CA 91770/ 7226 Hamner Ave, Eastvale, CA 91752/840 East Whittier Blvd, La Habra, CA. 90631/ 18 W Sierra Madre Blvd # A, Sierra Madre, CA 91024/ 214 W Rt 66, Glendora, CA 91740/ 101 The City Dr., Orange, CA 92868/ 1370 Veteran Avenue # 104, Los Angeles, CA 90024/22 W. Live Oak Ave., Arcadia, CA, 91007

1. Call to Order
2. Approval of Minutes from March 5, 2023
3. **Public Comment:** Persons wishing to address the Academic Senate on any item on the agenda or comment on any other matter are allowed three minutes per topic. Pursuant to the Brown Act, the Academic Senate cannot discuss or take action on items not listed on the agenda. Matters brought before the Academic Senate that are not on the agenda may, at the Senate's discretion, be referred to the Senate Executive Council or placed on the next agenda.
4. **Guest Report**
 - a. None
5. **President's Report**
 - a. Discussion: AP 7259 Update
6. **Vice President's Report**
 - a. 1st Vice President, Kelly Lynch
 - b. 2nd Vice President, Aditi Sapra
7. **Unfinished Business**
 - a. Discussion: BP 4020 Program, Curriculum, and Course Development
 - b. Discussion: BP 4040 Library and Learning Support Services
 - c. Discussion: BP 4050 Articulation
 - d. Discussion: BP 4106 Nursing Programs
 - e. Discussion: BP 4231 Grade Changes
 - f. Discussion: BP 4245 Academic Rank
 - g. Discussion: BP 4260 Prerequisites and Co-requisites
8. **New Business**
 - a. Discussion: BP 4235 Credit for Prior Learning
 - b. Discussion: BP 4236 Credit through Non-Collegiate Programs
 - c. Election Update: Angelica Martinez
9. **Committee Reports**
 - a. **Senate Committees**
 - i. Academic Rank, Frank Sotelo
 - ii. Curriculum, Elizabeth Ramirez
 - iii. Distance Education, Kenn Pierson-Geiger
 - iv. Open Educational Resources (OER), Sheila Lynch
 - v. Outcomes, Sean Hughes

**Rio Hondo College
Vision Statement**

Rio Hondo College aspires to be an evolving community-focused institution that embraces diversity, equity, and inclusion as a means to achieve personal, professional, and educational goals in a caring and rigorous environment.
(Board Approved 5/12/21)

Mission Statement

Río Hondo College is an educational and community partner committed to advancing social justice and equity as an anti-racist institution that collectively invests in all students' academic and career pathways that lead to attainment of degree, certificate, transfer, and lifelong-learning goals.
(Board Approved 7/08/20)

- vi. Staff Development/FLEX, Katie O'Brien
- b. Planning & Fiscal Council Committees
 - i. Facilities, Scott Jaeggi
 - ii. Institutional Effectiveness (IEC), TBD
 - iii. Planning and Procedural Council, Rudy Rios
 - iv. Program Review, Marie Eckstrom
 - v. Safety, Brian Brutlag
- c. Additional Committees
 - i. Enterprise Systems Advisory, Colin Young
 - ii. Foundational Skills & Instructional Support, Tyler Okamoto
 - iii. Online Education Initiative (OEI), TBD
 - iv. ASCCC Open Educational Resources Initiative (ASCCC OERI), Sheila Lynch
 - v. Student Equity, TBD
 - vi. Student Success and Support Services Program (SSSP), Bill Curington
 - vii. AI Focus Group, Kenn Pierson Geiger

10. Announcements

11. Adjournment

RIO HONDO COMMUNITY COLLEGE DISTRICT
PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

Board Policy

**BP No.
4020**

Board Adopted: 3/15/06;
Revised: 1/14/09; 1/15/14; 5/8/19

4.I. The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

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2.II. Furthermore, these procedures shall include:

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- 1. appropriate involvement of the faculty and Academic Senate in all processes;
- 2. regular review and justification of programs and course descriptions;
- 3. opportunities for training for persons involved in aspects of curriculum development;
- 3. consideration of job market and other related information for ~~vocational and occupational~~ career and technical education programs.

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NOTE: The following paragraph in red ink is optional:

~~The Board of Trustees encourages the District to develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.~~

Commented [ER1]: The Curriculum Committee recommends the removal of this section, as the Committee makes curricular decisions guided by concepts and ideas that are already included and set forth in other previously established documents such as the College's mission, vision, and values statements.

4.III. All new programs and program discontinuances shall be approved by the Board.

Commented [ER2R1]:

5.IV. Tracking of Associate Degrees for Transfer (ADTs) will be conducted and reported to the Board on an annual basis.

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6.V. ~~New courses that are not part of an existing approved program and~~ All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

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7.VI. Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

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RIO HONDO COMMUNITY COLLEGE DISTRICT
PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

Board Policy

BP No.
4020

Board Adopted: 3/15/06;
Revised: 1/14/09, 1/15/14, 5/8/19

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8.VII. Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit Hour” program or a “clock hour” program.

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9.VIII. The Superintendent/President shall establish procedures which prescribe the definition of “credit hour” consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

The Superintendent/ President shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable.

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The Superintendent/President shall also establish procedures for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

10.IX. Sources/References:

Education Code Sections 70901 subdivision (b), 70902 subdivision (b), and 78016;
Title 5, Sections 55100, 51022, 55002.5, 55130, and 55150;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
ACCJC Accreditation Standards II.A and II.A.9

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Also see AP Administrative Procedure 4020, Program and Curriculum Development, AP 4021 Program Discontinuance, AP 4022 Course Approval, BP/AP 4100 Graduation Requirements for Degrees and Certificates, and BP/AP 4220 Standards of Scholarship.

NOTE: The **red ink** signifies language that is **legally required** (with some optional language as noted) and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued legal updates to this policy in August 2004, February 2007,

RIO HONDO COMMUNITY COLLEGE DISTRICT

Board Policy

PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

BP No.
4020

Board Adopted: 3/15/06;

Revised: 1/14/09; 1/15/14; 5/8/19

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August 2007, July 2011, March 2012, November 2014, April 2016, October 2017, and April 2021. The language in *blue ink* is included for consideration. The language in *yellow highlighting* is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in *gray highlighting* was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and legally compliant.

LIBRARY AND LEARNING SUPPORT SERVICES

BP No.
4040

Board Adopted: 3/15/06;
Revised: 12/12/12; 12/9/15

Page 1 of 1

I. The District shall have library and learning support services that are an integral part of the institution's educational program and will comply with the requirements of the Reader Privacy Act.

II. **Sources/References:**

Education Code Section 78100;
Civil Code Section 1798.90;
ACCJC Accreditation Standard II

[Also see AP 4040 Library and Learning Support Services.](#)

NOTE: This policy is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued legal updates to this policy in March 2012 and November 2014. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document.

ARTICULATIONBP No.
4050

Board Adopted: 3/15/06;

Revised: 1/14/09; 12/9/15;

Page 1 of 1

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- I. The Superintendent/President, with appropriate involvement of the faculty and the Academic Senate, shall establish procedures that assure appropriate articulation of the District's educational courses and programs with regional proximate high schools and baccalaureate institutions.
 - II. The procedures also may support articulation with institutions, including other community colleges and those that are not geographically regional proximate but that are appropriate and advantageous for partnership with the District.
 - III. **Sources/References:**
 - Education Code Sections 66720-66744;
 - Title 5, Section 51022 subdivision (b);
 - ACCJC Accreditation Standard II.A.10

[Also see AP 4050 Articulation.](#)

NOTE: The **red ink** signifies language that is **legally required** (for consistency with the language codified in Title 5 Section 51022) and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued legal updates to this policy in February 2007 and November 2014. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and legally compliant.

NURSING PROGRAMS

**BP No.
4106**

Board Adopted: 5/13/09;
Revised: 6/12/19.

- I. ~~Nursing Associate degree nursing~~ students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

NOTE: The following sentence is **optional**:

The District will recruit students from low socioeconomic populations to enroll in the District's nursing program.

Commented [SH1]: Optional sentence not necessary

- II. The District shall consider all of the following when screening associate degree nursing students:

- Academic degrees or diplomas, or relevant certificates, held by the applicant;
- Grade point average in relevant coursework;
- Life experiences or special circumstances of an applicant;
- Any relevant work or volunteer experience; and
- Proficiency or advanced level coursework in languages other than English.

- III. Loan assumption agreements may be awarded to individuals who at a minimum possess a baccalaureate degree in nursing or a field related to nursing who have agreed to teach nursing on a full-time or part-time basis commencing not more than 12 months after receiving a loan assumption award. The loan assumption program is referred to as the State Nursing Assumption Program of Loans for Education (SNAPLE). The loan assumption agreement will be considered no longer effective and deemed terminated if a program participant fails to complete a minimum of three academic years of teaching on a full-time basis or the equivalent on a part-time basis.

Commented [KB2]: This might not belong in this AP. It pertains to faculty. Our students upon graduation do not meet minimum qualifications to teach nursing (BSN is required for adjunct, MSN for full time) according to the BRN.

NOTE: Loan assumption payments will not be made on behalf of the participant until the participant has completed one academic year, or the equivalent of full-time teaching nursing studies at one or more regionally accredited, eligible Districts. The commission can assume liability for loans incurred by the participant to pay for the participant's undergraduate and graduate degrees.

The terms of the loan agreement program can be extended for one academic year, unless extended by the commission on a case-by-case basis, for the following reasons:

NURSING PROGRAMS

BP No.
4106

Board Adopted: 5/13/09;
Revised: 6/12/19.

- Pregnancy;
- Serious Illness;
- Natural causes; or
- Being called to military active duty status.

In addition, when an interruption of instruction because of a natural disaster prohibits a loan program participant from completing one of the required years of teaching service, the term of the loan assumption agreement shall be extended for a period of time equal to the period of interruption of instruction.

IV. Sources/References:

Education Code Sections 66055.8, 66055.9, 70101-~~70107~~, 70106, ~~70120~~,
~~70124~~, ~~70125~~, ~~70128.5~~, 78260, 78261, 78261.3, 78261.5, 87482, 89267,
89267.3, and 92645;
Title 5 Sections 55060, et seq. and 55521;
Health and Safety Code Section 128050

[Also see AP 4106 Nursing Programs.](#)

NOTE: The **red ink** signifies language that is **legally advised** (with some **suggested as good practice/optional** as noted) by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued this policy in February 2008 with legal updates provided in April 2009, April 2016, April 2017, and **April 2021**. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and up-to-date.

GRADE CHANGESBP No.
4231

Board Adopted: 5/13/09

Revised:Page 1 of 1

- I. The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:
- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
 - Procedures for students to challenge the correctness of a grade.
 - The installation of security measures to protect grade records and grade storage systems from unauthorized access.
 - Limitations on access to grade records and grade storage systems.
 - Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
 - Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.
- II. Also see BP 3310 ~~titled~~ Records Retention and Destruction, AP 4231 ~~titled~~ Grade Changes, and BP/AP 5040 ~~titled~~ Student Records.
- III. Sources/References:
Education Code Sections 76224 and 76232;
Title 5 Section 55025

NOTE: This policy is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued this policy in February 2008. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document.

ACADEMIC RANKBP No.
4245

Board Adopted: 07/01/1965;

Revised: 04/24/1974; 03/05/1975; 12/07/1977; 01/10/1979; 10/12/1988; 06/08/2011; 06/13/2018; 11/11/2020; 12/14/2022.

Note: Many districts codify language similar to the following in a Faculty Handbook and/or in a collective bargaining agreement.

I. Criteria governing academic rank

- A. The recommendation of the faculty member for Academic Rank should be based upon comprehensive study of the individual's achievements during the years preceding the recommendation.
- B. Academic rank applications are submitted by the faculty members after they have met the minimum requirements of each step. Academic rank shall not determine column or step advancement for employee remuneration, nor does it relate to the tenure process.
- C. Human Resources shall provide all supporting documentation and their recommendation to the Academic Rank Committee upon request of a faculty member.
- D. To be eligible for academic rank, a faculty member must be a member of the Rio Hondo College staff and submit an application form.
- E. All faculty members including those whose function is to work in an educational capacity outside of the conventional classroom are eligible for Academic Rank. Such members include, but shall not be limited to counselors, librarians, coaches, school nurses, and members of student health services.

II. Significant prominence

- A. Evidence of "significant prominence" in a field, major contributions to society, or rank at another college, may substitute as criteria for consideration and appointment to academic rank.
- B. The following criteria shall be used for significant prominence:

Professional achievement

ACADEMIC RANK

BP No.
4245

Board Adopted: 07/01/1965;

Revised: 04/24/1974; 03/05/1975; 12/07/1977; 01/10/1979; 10/12/1988; 06/08/2011;
06/13/2018; 11/11/2020; 12/14/2022;

- Academic and scholarly contributions to the faculty member's profession and field
- Creation, exhibition, performance, or publication in the arts or literature
- Presentations before meetings of scholarly and professional societies
- Receipt of fellowships or other subsidies for pursuit of research or study in the faculty member's field
- Participation in the activities of scholarly or professional societies beyond mere membership

Contributions to the College

- Participation in professional activities, including active membership in professional societies and attendance at scholarly meetings
- Contributing to academic governance such as membership participation in the activities of department, school and system committees, and service in administrative capacities above and beyond contractual and paid services
- Producing and directing events in the performing arts and/or coaching or covering athletic events for the college
- Engaging in community service and activity which may draw favorable attention to the faculty member and to the college
- Delivering speeches, conducting colloquia, or otherwise conveying information about the faculty member's profession and field to community groups
- Chairing or directing committee work related to the CTE area not required in contract duties

Teaching experience

ACADEMIC RANKBP No.
4245

Board Adopted: 07/01/1965;

Revised: 04/24/1974; 03/05/1975; 12/07/1977; 01/10/1979; 10/12/1988; 06/08/2011;
06/13/2018; 11/11/2020; 12/14/2022.

- Upon approval of the Academic Rank Committee, two years of full-time credentialed teaching other than college level shall be the equivalent of one year of full-time college teaching with fractions of more than half to be considered as one year.
- For full-time faculty, no more than one year of service will be counted for each academic year for the purposes of establishing rank (e.g., a faculty member teaching 100% load and 50% overload over two successive academic years will receive credit for two years of service at Rio Hondo College, not three years). For part-time faculty, no more than 120% load will be counted for each academic year for the purposes of establishing rank.

III. Additional criteria governing part-time academic rank

- A. All terms of teaching (including summer and intersession) will be counted for part-time faculty for the purposes of establishing academic rank.
- B. The rank of Assistant Professor and Associate Professor shall be retained if a part-time faculty member is hired into a full-time tenure track position at Rio Hondo College.
- C. One year of full-time teaching credit for an adjunct faculty member shall consist of 120% load. In addition to earning 120% load in one academic year, it may be attained by adding load from previous semesters. However, the maximum credit an adjunct faculty member can earn in one year is 120%. If a part-time faculty member earns less than 120% load in an academic year, the load they earn will be carried over. If a part-time faculty member earns more than 120% in an academic year, the overage will not carry over to the next year.

IV. Minimum criteria for academic rank for full-time faculty

- A. The title of faculty members shall be Instructor, unless their preparation and previous experience entitle them to higher rank under this policy and Administrative Procedure 4245 [Academic Rank](#).

ACADEMIC RANKBP No.
4245**Board Adopted:** 07/01/1965;**Revised:** 04/24/1974; 03/05/1975; 12/07/1977; 01/10/1979; 10/12/1988; 06/08/2011; 06/13/2018; 11/11/2020; 12/14/2022;

- B. The requirement for the rank of Assistant Professor shall be the equivalent of at least three years of full-time teaching and/or student services at Rio Hondo College and one of the following:
- An earned master's or doctoral degree
 - An earned bachelor's degree and a Community College Instructor credential in a vocational area in lieu of a master's degree
 - Significant prominence in the field of expertise as determined by each division
 - Two years non-academic work experience as determined by each division
- C. The requirements for rank of Associate Professor shall be the equivalent of at least five years of full-time college teaching and/or student services, including the equivalent of three years at Rio Hondo College, and one of the following:
- An earned doctoral degree
 - Forty post-baccalaureate upper division or higher numbered semester units including an earned master's degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Bargaining Agreement
 - An earned bachelor's degree and a Community College Instructor Credential in a vocational area in lieu of a master's degree, plus ten post-baccalaureate upper division or higher numbered semester units. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Association Collective Bargaining Agreement

ACADEMIC RANKBP No.
4245

Board Adopted: 07/01/1965;

Revised: 04/24/1974; 03/05/1975; 12/07/1977; 01/10/1979; 10/12/1988; 06/08/2011;
06/13/2018; 11/11/2020; 12/14/2022.

- Significant prominence in the field of expertise as determined by each division
- Three years non-academic work experience as determined by each division

D. The requirements for the rank of Professor shall be the equivalent of at least ten years of full-time college teaching and/or student services, including the equivalent of seven years at Rio Hondo College and one of the following:

- An earned doctoral degree
- Fifty post-baccalaureate upper division or higher numbered semester units including an earned master's degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Association Collective Bargaining Agreement
- An earned bachelor's degree and a Community College Instructor Credential in a vocational area in lieu of a master's degree, plus twenty post-baccalaureate upper division or higher numbered semester units
- Significant prominence in the field of expertise as determined by each division
- Five years non-academic work experience as determined by each division

V. Minimum criteria for part-time academic rank

- A. The title of faculty members shall be Instructor, unless their preparation and previous experience entitle them to higher rank under this policy and Administrative Procedure 4245 [Academic Rank](#).

ACADEMIC RANKBP No.
4245**Board Adopted:** 07/01/1965;**Revised:** 04/24/1974; 03/05/1975; 12/07/1977; 01/10/1979; 10/12/1988; 06/08/2011; 06/13/2018; 11/11/2020; 12/14/2022;

B. The requirement for the rank of Assistant Professor shall be the equivalent of at least three years of full-time college-level teaching and/or student services AND one of the following:

- An earned master's or doctoral degree
- An earned bachelor's degree and a Community College Instructor credential in a vocational area in lieu of a master's degree
- Significant prominence in the field of expertise as determined by each division
- Two years non-academic work experience as determined by each division

C. The requirements for rank of Associate Professor shall be the equivalent of at least seven years of full-time college teaching and/or student services AND including the equivalent of four years at Rio Hondo College, and one of the following:

- An earned doctoral degree
- Forty post-baccalaureate upper division or higher numbered semester units including an earned master's degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Bargaining Agreement
- An earned bachelor's degree and a Community College Instructor Credential in a vocational area in lieu of a master's degree, plus ten post-baccalaureate upper division or higher numbered semester units. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Association Collective Bargaining Agreement

ACADEMIC RANKBP No.
4245

Board Adopted: 07/01/1965;

Revised: 04/24/1974; 03/05/1975; 12/07/1977; 01/10/1979; 10/12/1988; 06/08/2011;
06/13/2018; 11/11/2020; 12/14/2022

- Significant prominence in the field of expertise as determined by each division
 - Three years non-academic work experience as determined by each division
- D. The requirements for the rank of Professor shall be the equivalent of at least twelve years of full-time college teaching and/or student services including the equivalent of eight years at Rio Hondo College and one of the following:
- An earned doctoral degree
 - Fifty post-baccalaureate upper division or higher numbered semester units including an earned master's degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Association Collective Bargaining Agreement
 - An earned bachelor's degree and a Community College Instructor Credential in a vocational area in lieu of a master's degree, plus twenty post-baccalaureate upper division or higher numbered semester units
 - Significant prominence in the field of expertise as determined by each division
 - Five years non-academic work experience as determined by each division

PPC: 10/6/22 PFC: 10/11/22

NOTE: This policy is **unique** to Rio Hondo College. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was

ACADEMIC RANK

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06/13/2018; 11/11/2020; 12/14/2022;

uniquely added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and legally compliant.

PRE-REQUISITES AND CO-REQUISITESBP No.
4260

Board Adopted: 8-/24-/94;
Rev. ised: 3-/13-/96; 3-/15-/06; 1-/14-/09; 6-/12-/19.

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- I. The Superintendent/President is authorized to establish prerequisites, co-requisites, and advisories on recommended preparation for courses in the curriculum ~~with these procedures~~:
- A. Appropriate involvement of the faculty and Academic Senate in all processes;
 - B. Regular review and justification of programs and course descriptions;
 - C. Opportunities for training for persons involved in aspects of curriculum development;
 - D. Consideration of job market and other related information for vocational and occupational programs.
- II. All such prerequisites, co-requisites, and advisories shall be established in accordance with the standards set in Title 5. Any prerequisites, co-requisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites, and advisories shall be identified in District publications available to students.
- III. **Sources/References:**
Title 5; Sections 55000 and 55003

[Also see AP 4260 Prerequisites and Co-requisites.](#)

NOTE: This policy is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued an update to this policy in February 2008. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document. The language in **gray highlighting** was uniquely added by Rio Hondo College and requires careful review by leaders to ensure the language remains accurate and legally compliant.

RIO HONDO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

AP No. 4235

Credit for Prior Learning

I. Introduction

A. The Rio Hondo Community College District shall grant appropriate semester unit credit to any student through any of the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination (see AP 4236).
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination (see AP 4236).
- Achievement of a satisfactory score on the College Level Examination Program (CLEP) (see AP 4236).
- High school/ROP & Adult School CTE program articulated agreements (see AP 4236).
- Evaluation of military service/training.
- Achievement of a satisfactory score on an examination administered by other agencies approved by the District.
- Evaluation of industry recognized credential documentation
- Evaluation of student-created portfolios.
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the College in lieu of completion of an active course listed in the current College catalog.

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~~B. Individual departments and/or specialty areas may elect to grant course credit to enable students who can demonstrate proficiency in bodies of subject matter, to plan a relevant educational program that will exclude courses in which essential levels of mastery of subject matter material in accordance with policies and procedures approved by the curriculum committee have been previously attained.~~

B. Credit for Prior Learning does not include knowledge and skills already assessed and awarded credit through formal education at regionally accredited in-state and out-of-state institutions.

C. Credit earned through Credit for Prior Learning may be applied to a certificate, associate degree or transfer degree.

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D. There is no fee associated with Credit by Exam, or other Credit for Prior Learning assessment methods.

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E. Credit for Prior Learning may be awarded to general education areas under specific circumstances determined by the articulation officer.

F. The petition for credit for prior learning must be completed by the deadline specified on the Credit for Prior Learning website.

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II. Eligibility for credit for prior learning

A. To challenge a course and receive credit for prior learning:

- The student must be registered in the College and be in good standing. Students must have submitted a college application for the semester in which they intend to request CPL.
- The course(s) must be listed in the College catalog for the academic year which they intend to receive the CPL credit.
- The student must have an education plan on file.
- ~~The student must have previously earned credit or noncredit from the College or be currently enrolled in a class at the College.~~

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~~B. Students may be exempt from this if they are requesting to challenge and receive credit by assessment for a high school / Regional Occupational Program (ROP) and Career Technical Education (CTE) articulated pathway.~~

~~C. Students may not be enrolled in the course for which they may want to challenge and receive credit for prior learning; students may receive credit by completing courses in high school ROP, CTE, and articulated programs.~~

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B. Students may not be enrolled in the course(s) or earned a C or higher in the course(s) for which they want to challenge and receive credit for prior learning.

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~~D. For Credit by Examination, the student cannot be currently enrolled in nor have received credit for a more advanced course in the same subject (may be waived by department).~~

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~~E.C. Credits acquired by eligible CPL assessments listed in using the methods in section B-1.A are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.~~

F.D. Credits acquired using the methods in section B-1.A shall not be counted in determining the 12 semester hours of credit in residence required for a degree.

III. Credit for Prior Learning grading policy

- A. Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 – Grading and Academic Record Symbols.

Credit for Prior Learning

- B. Students shall be offered a "Pass/No Pass" grading option, if that option is ordinarily available for the course.
- C. Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, ~~except in cases of Credit by Examination and in cases of Credit by Examination,~~ pursuant to AP 4230 – Grading and Academic Record Symbols and AP 4231 – Grade Changes.

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IV. Limits on Credit by Examination

- ~~A. Students shall be given course credit to a limit of twelve Rio Hondo College units upon the successful completion of assessment(s), which may be applied to an Associate degree. Once the student has completed an upper division course at Rio Hondo College, the student is eligible for an additional four units of course credit through credit by assessment. These courses shall not count as units in residence.~~
- ~~B. Upon completion of six upper division units at Rio Hondo College, students shall be given course credit to a limit of twelve upper division Rio Hondo College units upon the successful completion of assessment(s), which may be applied to a Bachelor's degree. These courses shall not count as units in residence.~~
- A. The determination to offer credit by examination rests solely on the discretion of the discipline faculty/department. A separate examination shall be conducted for each course for which credit is to be granted. Credit may be granted only to a student that has submitted a college application for the semester in which they intend to request CBE and is in good standing, and only for a course listed in the catalog.
- B. Students wishing to take a course through Credit by Exam are encouraged to discuss the matter with the discipline faculty during the petition process. The faculty shall determine whether a student requesting Credit by Exam is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous coursework and/or experience.
- C. If the discipline faculty member determines mastery of the course content as set forth in the Course Outline of Record, the discipline faculty shall sign the petition with the recorded grade. The form will then be forwarded to the student for review and then to Admissions and Records to be kept on file and recorded on the student's transcript.

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V. Credit by external assessment

- ~~A. After completing twelve units in residence, a student will be awarded credit by external assessment with passing scores from the CLEP, IB, and AP assessments. Specific course credit and/or general education credit will be granted toward the Associate degree and/or transfer. Details on scores and how credit is applied can be found in the Rio Hondo College catalog.~~
- ~~B. Official score reports from AP, IB, and CLEP must be on file with Admissions and Records.~~

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Credit for Prior Learning

~~VI.~~ Academic records V. Transcription of Credit for Prior Learning

A. The student's academic record must clearly indicate that the credit(s) have been earned by assessment of prior learning.

~~VI.~~ VII. Credit for military service/training

A. Students interested in Credit for Prior Learning using military transcripts/Joint Services Transcripts (JST) shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the College under the following circumstances:

- The student shall complete the Credit for Prior Learning petition.
- Official transcripts must be on file with Admissions and Records. These may include JST, DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 – Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

• Faculty may go beyond the ACE recommendation when awarding Credit for Prior Learning for military experience.

• If the discipline faculty member determines mastery of the course content as set forth in the Course Outline of Record, the discipline faculty shall sign the petition with the recorded grade. The form will then be forwarded to Admissions and Records to be kept on file and recorded on the student's transcript.

~~VII.~~ VIII. Industry recognized credential(s)

A. Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate discipline faculty of the College under the following circumstances:

- The student shall complete the Credit for Prior Learning petition.
- Admissions and Records shall grant credit for industry recognized credential(s) that have been evaluated and approved by the appropriate discipline faculty/department.
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate discipline faculty

• The student meets with the discipline faculty member to receive further instructions for how the industry recognized credential(s) will be assessed.

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Credit for Prior Learning

- The student submits all industry recognized credential(s) documents and Credit for Prior Learning petition to the discipline faculty member for assessment of prior learning.
- If the discipline faculty member determines that the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the discipline faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), ~~and forward the completed petition and supporting documents to Admissions and Records to be kept on file and recorded on the student transcript.~~ The form will then be forwarded to Admissions and Records to be kept on file and recorded on the student's transcript.

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~~IX.~~ VIII. Student-created portfolio assessment

A. Students interested in credit for prior learning using a student-created portfolio shall receive credit as recommended by the discipline faculty under the following circumstances:

- A department-approved portfolio assessment rubric for the course is on file.
- The student shall complete the Credit for Prior Learning assessment petition.
- The student meets with the discipline faculty member to receive further instructions for student-created portfolio assessment.
- The student submits all portfolio documents to the discipline faculty member for assessment of prior learning.
- If the discipline faculty member determines that the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade, ~~and forward it to Admissions and Records to be kept on file and recorded on the student transcript.~~ The form will then be forwarded to Admissions and Records to be kept on file and recorded on the student transcript.

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~~IX.~~ IX. Sources/references

- A. Education Code Section 79500
- B. Title 5 Sections 55050, 55051, and 55052 and 55052.5



Book Administrative Procedures
Section CHAPTER 4 - ACADEMIC AFFAIRS
Title AP 4236 - CREDIT THROUGH NON-COLLEGIATE PROGRAMS
Code 4236
Status Active
Adopted August 15, 2007

I. Credit By Examination may be obtained by one of the following methods:

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A. Achievement of a score of [3 or higher] on an Advanced Placement Examination administered by the College Entrance Examination Board.

B. Achievement of a score that qualifies for credit by examination in the College Level Examination Program. That score has been determined to be 500 or higher in any category of the general test. In addition to the general education credit in the proper category, advanced placement will be considered in the areas of the natural sciences and mathematics subject to the approval of the division dean.

C. After completing twelve units in residence, a student will be awarded credit by external assessment with passing scores from the CLEP, IB, and AP assessments. Specific course credit and/or general education credit will be granted toward the certificate, associate degree and/or transfer. Details on scores and how credit is applied can be found in the Rio Hondo College catalog.

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C.D. Official score reports from AP, IB, and CLEP must be on file with Admissions and Records

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II. Articulation of High School/ROP/Adult School CTE Articulated Programs

A. Students may be exempt from section I.C from if they are requesting to challenge and receive credit by assessment for a high school / Regional Occupational Program (ROP) and Career Technical Education (CTE) articulated pathway.

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B. Students may not be enrolled in the course or earned a C or higher in the course(s), for which they may want to challenge and receive credit for prior learning; students may receive credit by completing courses in high school ROP, CTE, and articulated programs.

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C. Credit for articulated high school/ROP/Adult School course will be granted course credit through credit by exam or Credit for articulated high school/ROP/Adult School courses will be awarded through a credit-by-exam process

II.F. Credit will be granted for service courses or schools as described in the "Guide to the Evaluations of Educational Experiences in the Armed Forces," by the American Council on Education. Course work from the Community College of the Air Force will be granted credit on the basis of similarity to Rio Hondo programs. Requests for military credit will be evaluated after a student has completed 12 units of work at Rio Hondo College.

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III. Credit may be granted to students who have successfully passed all six parts of the Certificated

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Professional Secretary Examination. A maximum of twelve (12) units of credit may be applied toward the Executive Secretary A.S. degree to students who have completed a minimum of twelve (12) units at Rio Hondo College, and are currently enrolled in the college.

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IV. Determination of Eligibility ~~to Take the Examination:~~ for Alternative Methods to Receive Credit:

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- A. The student must be currently registered in the college and in good standing,
- B. The course is listed in the college catalog,
- C. Credits acquired by external examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

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v. Credits acquired by external examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

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VI. Additional local procedures may be inserted, which must include:

A. ~~The~~ student's academic record clearly indicates that the credit was earned by external examination.

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~~B. Limits on the number of units that may be applied to the Associate degree.~~

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~~C. Other limits on student and course eligibility for external examination credit, see college catalog.~~

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VII. Reference:

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Title 5, Section 55753, 55052, 55052.5, 55051

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C. Other limits on student and course eligibility for credit by examination:

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VII. —Reference:

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B. Title 5, Section 55753

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